

Emergency Telephone Service Committee Training Fund Use Compliance Policy

The proper use of Training Funds may be examined on an individual PSAP basis separate from the County-based Compliance Review Process. Informal reviews and/or inquiries may be initiated by the State 9-1-1 Administrator's Office.

A formal review or examination of training fund use may be initiated by:

1. The ETSC
2. The ETSC Dispatcher Training Subcommittee
3. The ETSC Certification Subcommittee
4. The State 9-1-1 Administrator's Office

The State 9-1-1 Administrator's Office will coordinate formal reviews or examinations of individual PSAP Training Fund use. The State 9-1-1 Administrator may request the following information from the PSAPs:

1. Completed ETSC-510 forms.
2. Listings of personnel attending training.
3. Internal accounting reports/documentation of expenses.

If a PSAP is unable to provide proper expenditure information, it will be presumed that it is an invalid expenditure and it will be the PSAP's responsibility to establish otherwise.

Upon evaluating the information provided by a PSAP, a written report will be provided to the Chairperson of the ETSC, as well as the Chairpersons of the ETSC Dispatcher Training Subcommittee and the ETSC Certification Subcommittee. The Chairpersons of the aforementioned shall determine if an improper expenditure was made. If an improper Training Fund expenditure has been made, the State 9-1-1 Administrator's Office will issue a letter to the PSAP requesting reimbursement or corrective accounting action for improperly expended funds.

Appeals to this determination must follow the procedure set forth in the Emergency Telephone Service Committee's **Appeals Process for Challenges to Unallowable Expenditures of 9-1-1 Surcharge Funds**.

A PSAP that fails to make a reimbursement will be referred to the Dispatcher Training Subcommittee for further action.

This procedure will also apply to public entities that received training funds, but no longer operate a PSAP.